

Frederick County Commission For Women
Minutes
June 14, 2011

Attending:, Jennifer Charlton Shuldes, Melissa Curtis-Cherry, Sharon Dobson, Valerie Dougherty, Lisa Gritton, Hebba Hassanein, Diana Halleman, Olga Hernandez-Smith, Tish Honse, Vivian Laxton, Susan Mender, Shellome Walters, Cher Woehl,. Hollie House and Jamie Shopland – Interns.

Regrets: Katie Barkdoll, Jacque Brown, Amanda Haddaway

Guests: Amanda Ray, Christine Ferguson,

Meeting was called to Order at 7:03 by President Jennifer Shuldes. Our guests and members introduced themselves.

A. President's Report

- 1. Approval of May Minutes:** Hebba made a motion to approve the minutes as corrected, Susan seconded the motion. It passed with majority vote.
- 2. Mail Call:**

- Letter from Margaret Nusbaum thanking the Commission for the award at the Leadership Alliance Dinner. Jamie will send invitation to Margaret's retirement party
- Received the Hope Alive Newsletter
- Christine Ferguson announced a Woman's Tea that will be held on Saturday. It is a fundraiser for the AAUW. Jamie will post on our FB page

B. Treasurer's Report and Banking Transition.

- Valerie explained the transition. Reconciliation is good. ~\$800 in Pay Pal, Operating ~\$1700, Fundraising ~\$19,000.
- She will change account to First United because they sponsor the Maryland Women's Conference.
- Disbursements – if member pays out of pocket, we should have a form to use for reimbursement.
- Will begin reporting accounting on a monthly basis

C. Bylaw Review –Seven of nine Commissioners received copies of the by-laws by mail. Hebba made a motion that the by-laws be approved. Olga seconded the motion. It passed with majority vote.

D. Member Handbook – Jennifer gave the background of recent events leading up to the creation of a member handbook. She acknowledged Jamie for her work on the project.

E. Roles and Responsibilities – Commissioners were each given a copy of the Roles and Responsibilities as a member of the Commission. All signed a copy. Each was asked to complete the Leadership Development page and return it to the next meeting.

F. Calendar of Events

Reviewed the calendar of events. Discussed adding women's equality day. Amanda will do some research to see if there are any specific events. She will forward to Jamie for all to review.

Discussed whether the Commission should host an event to educate the community on the charter form of government. Sharon moved that we establish a committee to plan for the event. The committee will look into partnering with FCC. Hebba seconded the motion. Passed by majority. Vivian Laxton abstained from the vote. Diana moved that we approve the calendar as a flexible document.

Susan seconded. Passed by majority.

LPGA event in Frederick.- Jennifer summarized a meeting with Laurie Boyer where she agreed to sit on a Steering Committee.

There will be a social event at Olga's on Saturday, August 6 from 3 to 6.

Melissa gave an update on the W2W Mentoring Program and provided information on W2W's Stepping Forward event. Jamie will add a link on the FB page.

G. Legislative – Hebba recently joined the Chamber of Commerce and suggested that we consider joining. Discussed Ready, Set, Run. Jamie gave an overview of the program. Still gathering information. Hebba will hold a meeting of the legislative committee in June.

H. Recruiting Team – Jennifer announced that we currently have a full slate, but will have two openings starting July 1, 2011.

I. Marketing and PR – Members pictures and bios are ready. There is a new email address that all should use – CFW@frederickcounty.gov. Jamie suggested that we should highlight one Commissioner each month on FB. All were given a letter to review. It reaches out to local organizations and gets our name out as well as targets opportunities for new Commissioners. Commissioners were asked to recommend organizations to target. Jennifer reminded all that all letters, correspondence must go through Marketing Committee before distribution.

J. BOCC News – We are now in compliance with respect to reporting attendance. Hollie researched back to 2005 and updated. Jennifer and Vivian met with Commissioner Young. They explained to him that it is our goal to help strengthen the economy overall in the county. Jennifer welcomed the new commissioners who were approved by the BOCC.

K. PIA – Vivian gave an update stating that we received all of the information we had requested from the county.

L. Intern Review – Intern will get emails to Commissioners on a regular basis to apprise them of intern's activities.

M. Sign-up Sheet – all were asked to review the committees and sign up for a committee and/or chair a committee

N. Vote on Executive Slate – Nominations from previous meeting were reviewed. Jennifer and Tish were both nominated for President. Both declined. Vivian was nominated for VP. She declined. The floor was opened for nominations.

President – Vivian Laxton was nominated by Hebba. Olga seconded. No additional nominations.

Vice President – Sharon Dobson was nominated by Hebba. Vivian seconded. No additional nominations

Recorder – The position will remain vacant until Jamie is appointed as a Commissioner. Tish will fill the position in the interim.

Treasurer – Valerie was nominated at the May meeting. No additional nominations.

Melissa made a motion to accept the slate. Diana seconded. Unanimous vote. Slate approved.

O. Adjourn – Hebba made a motion to adjourn, Cher seconded. Meeting adjourned at 9:05.